

**UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF KENTUCKY**

VACANCY ANNOUNCEMENT

Position: Pro Se Law Clerk - Full Time
(The person selected may not otherwise engage in the practice of law while employed in this position.)

Location: Louisville, Kentucky

Salary Range: JSP 11/1 to JSP 13/1 (\$51,972 - \$74,074)

Closing Date: Friday, March 10, 2006, Close of Business

POSITION OVERVIEW

The Pro Se Law Clerk provides advice and assistance to the court in connection with prisoner petitions and complaints and other legal matters as requested. The Pro Se Law Clerk screens prisoner and pro se petitions and motions including state habeas corpus petitions, motions to vacate sentence and civil rights complaints and prepares dispositive and non-dispositive recommendations and orders under the supervision of the court. The position is headquartered in Louisville and is a full-time 40 hour work week. The Pro Se Law Clerk is under the administrative direction of the Chief Judge of the Court.

MINIMUM QUALIFICATIONS

A bachelor's degree from an accredited college or university is required. Applicants must be graduates (or awaiting conferment of degree) from a law school of recognized standing. Applicants should possess a thorough knowledge of the law and legal procedures as well as possess above-average skills in writing legal memorandum, opinions, orders and other documents.

CONDITIONS OF EMPLOYMENT

All application information is subject to verification. Appointment to this position is provisional contingent upon a background check, and retention depends upon a favorable suitability determination after a background investigation. The position is subject to mandatory electronic funds transfer to payment of salary. Applicants must be citizens of the United States of America or be eligible to work in the United States.

APPLICATION PROCEDURE

Interested applicants should submit an **original and one copy** of a letter of interest, resume and writing sample to:

Human Resources
United States District Court
601 W. Broadway, Room 106
Louisville, KY 40202

The Court will not reimburse an applicant for interview expenses.